

APPLICATION FOR EXAMINATION / LICENSURE

COMPLETION INSTRUCTIONS

Read Carefully Before Completing Application

IMPORTANT: Completion and submission of this application to the Acupuncture Board does not give the applicant a right or privilege to practice acupuncture. All answers are made under penalty of perjury. False information may result in denial or revocation of a license. If space on the application is not sufficient, attach additional sheets.

FEES: \$75.00. DO NOT SEND CASH. Enclose a certified check, money order or personal check for **\$75.00** (application fee). **Make checks payable to the Acupuncture Board.** If fees are not submitted with the application, it will be returned and must be re-submitted. Applications re-submitted after the official deadline will not be accepted under any circumstances. If a check is returned for non-sufficient funds, a cashiers check or money order (including all returned check charges) will be required.

ITEM

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5. Disclosure of social security number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorize collection of your SSN. Your SSN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.
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8. Applicants from Acupuncture Board Approved Schools:
Graduation Certificates/Diplomas: Original diplomas/certificates must bear the school's seal. All copies of diplomas/certificates must be notarized that it is a copy of the original.

Transcripts
Original transcripts from all educational institutions where study of acupuncture and related subjects were completed (including transcripts from community colleges **where transfer credit was accepted**) **must** be sent directly from these institutions to the Acupuncture Board. In cases where a transcript is unavailable (i.e., school closure) the Acupuncture Board will accept a letter from your most recent school stating that they have a copy of the original transcript from the previous school(s). This letter must be on official letterhead and bear the school's official seal, and a copy of the transcript attached. In addition, the school sending this letter must identify on your transcript which courses/credits they accepted.
9. Foreign Trained Applicants: All foreign trained applicants are required to complete a curriculum requirement form and submit it with **original** documents--copies **will not be** accepted.
Exception: Government notarized copies of diplomas from the appropriate government agency in mainland China will be accepted in lieu of the original diploma. **All foreign language documents must be translated into English and an original notarized declaration attached.**
10. For tutorial applicants only: Identify your supervisor and give dates of training. Attach a notarized completion letter of the tutorial program from the supervisor.

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PHOTOGRAPH AND PHYSICAL DESCRIPTION: The photograph and physical description information are for identification purposes at the examination and for any future investigations. The photo **must be at least 2" x 2"** (2" width x 2" length) but **no larger than 3" x 4"** and **must have been taken within the last sixty (60) days** prior to the submission of the application. Photo must be of head and upper torso only. Photo should be clear and recognizable. **Sign your name on the front side across the bottom of the photo.** Applications with a photo not meeting the above requirements will be returned.

NOTARIZING THE APPLICATION: Applications must be notarized (Notary Public).

ADDITIONAL APPLICATION DOCUMENTS TO BE SUBMITTED

C P R Certificate: A photocopy of your current CPR Certificate or certification from your school that you have completed an approved course in cardiopulmonary resuscitation must be submitted with your application.

Clean Needle Technique (CNT) Certificate: A photocopy of your CNT Certificate or certification from your school that you have completed an approved course in clean needle technique.

APPLICATION SUBMISSION: Mail your completed application to the following address:

**Acupuncture Board
1424 Howe Avenue, Suite 37
Sacramento, CA 95825-3233**

The Acupuncture Board is not responsible for those applications that do not arrive at the Acupuncture Board office (i.e. lost in mail, etc.). **It is recommended that you send your application package by registered or certified mail with return receipt requested.**